



3 Chevy Chase Circle  
Chevy Chase, MD 20815

## Vestry Meeting Minutes April 21, 2020

### ATTENDANCE

A **CROSS** means that the individual was present. An empty box indicates absence.

✝	Cary Buckingham – '20 <i>Senior Warden</i>	✝	Elizabeth Wrege – '20	✝	Todd Miller <i>Business Manager</i>
✝	Charles Fiegl – '21 <i>Junior Warden</i>	✝	Phoebe Miles – '22	✝	Teri Ballou <i>Communications Manager</i>
✝	Julie Goodall Dever – '22 <i>Assistant Junior Warden</i>	✝	Edward Neufville III – '22	✝	Gary Wieder <i>Family Pastor</i>
✝	Stefan Awad – '20 <i>Treasurer</i>	✝	Rev. Ed Kelaher <i>Rector</i>	✝	Peter Crisafulli <i>Minister of Music</i>
✝	Rip Wilson – '21 <i>Assistant Treasurer</i>	✝	Rev. BJ Buracker <i>Associate Rector</i>	✝	John Ballance <i>IT/AV &amp; Internet Marketing Manager</i>
✝	Tony D'Emidio – '22 <i>Clerk</i>	✝	Rev. Matthew Kozlowski <i>Associate Rector</i>	✝	Shireen David <i>Director of Mission &amp; Outreach</i>
✝	Cindy Wade – '21 <i>Assistant Clerk</i>	✝	Rev. Brit Frazier <i>Associate Rector</i>	✝	Nacole Hillman <i>Office Manager</i>
✝	Catherine Dunlop – '21 <i>2<sup>nd</sup> Assistant Clerk</i>	✝	Lois McDonald <i>Parish Administrator</i>	✝	Lisa Hollingsworth <i>Director, All Saints Preschool</i>
✝	Thomas Espy – '20	✝	Smythe Kannapell <i>Comptroller</i>	✝	Mark Gottwald <i>Director of Student Ministry</i>

### EXECUTIVE SUMMARY / ACTIONS AT A GLANCE

<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> A quorum was present</li> <li><input checked="" type="checkbox"/> Review and approval of minutes</li> <li><input checked="" type="checkbox"/> Treasurer's report</li> <li><input checked="" type="checkbox"/> Stewardship Committee report</li> <li><input checked="" type="checkbox"/> Wardens' reports</li> </ul>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Rector's report</li> <li><input checked="" type="checkbox"/> Reports from Clergy in attendance</li> <li><input checked="" type="checkbox"/> Old and new business</li> <li><input checked="" type="checkbox"/> Closing prayer and adjournment</li> </ul>
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**DETAILS OF THE MEETING**

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**Prayer for Wisdom, Guidance and Grace**

**Rev. Ed Kelaher**

A quorum being present, Father Ed called the meeting to order at approximately 7:04 PM. Rev. Brit Frazier led the Vestry in an opening prayer.

Father Ed noted that this time we are going through is humbling, but he sees God at work in our parish, particularly in the efforts of the staff and Vestry.

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**Presentation of Minutes**

**Tony D’Emidio**

The minutes from the March 17, March 24, and April 7, 2020 meetings were presented for approval. A draft of the minutes had been circulated in advance of this meeting. After discussion and upon motion duly made and seconded, the members of the Vestry unanimously:

RESOLVED: That the minutes of the Vestry meetings held on March 17, March 24, and April 7, 2020 are hereby approved, with such changes and modifications as were discussed at this meeting, and the Vestry directed that such minutes be placed on file with the Parish records of the other meetings of the Vestry.

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**Treasurer’s Report**

**Stefan Awad**

Stefan Awad, Treasurer, led the Vestry through the Treasurer’s report, focused on the financial impact associated with the Covid-19 crisis.

Stefan noted that the SBA PPP loan amount for \$335,400 was completed, thanks to the hard work of Smythe Kannapell and a number of staff and parishioners. Within 24 hours of approval, the funds were deposited in the parish’s accounts. These funds cover 2.5 months of salary and benefits for staff. According to the program rules, at least 75% of the loan must be used for payroll. 25% may be used for other fixed expenses other than salary which include items such as utilities, mortgage interest, and rent. The parish is still awaiting specific payback provisions, but Stefan anticipates that the majority if not all of the loan will be forgiven.

Phoebe recommended that we adopt strong oversight provisions and exemplary record-keeping, in the event that there’s ever an SBA investigation or audit. The Vestry directed Stefan to work with Todd and Smythe to execute an oversight mechanism that tracks the draw-down of the loan, explicitly documents the amount of associated payroll drawn down, and any other associated expenses used.

Smythe provided an update on Easter Match Giving. As of April 20, \$24,900 in gifts from the parish have been received. \$34,000 in matching funds have been received, of which \$24,900 (the 1:1 match) have been released to operating as unrestricted matched gifts. The remaining \$9,100 is classified as restricted and will/can be released either when the parish receives additional Easter gifts, or the donor agrees to release the restriction of the match. Additional funds that were promised to match parishioner gifts have been forfeited, as the total gifts did not meet or exceed the total solicited matches. Total Easter giving of \$58,900 is well in excess of typical Easter giving in previous years (\$33,000-\$35,000).

## DRAFT VESTRY MINUTES APRIL 21, 2020

Smythe noted that we have yet to fall into a reliable giving pattern. The parish still reacts to pleas to give; however, recurring giving is inconsistent, which makes forecasting more difficult. Smythe will re-visit the budget in the coming days to try to better account for the lack of predictability.

Discussions are underway with the Preschool regarding billing, refunds, and summer programming.

Cindy Wade provided an update on the Safety and Security Grant. The application was submitted and received by Montgomery County.

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### Stewardship Committee Report

Catherine Dunlop

Catherine gave a quick update on stewardship. She thanked Rip Wilson for the idea of the Easter match. Stuart McFarland and Andy Eshelman then ran with it. Most of the people who funded the match probably would have donated anyway, but probably gave more than they otherwise would have. Catherine thanked Teri and her communications team for all of their hard work in launching a successful campaign. Catherine wrote handwritten notes to everyone who donated. Catherine asked the Vestry to ensure that 100% have made Easter donations.

Catherine noted that the 2020 budget (passed by the Vestry in February) included funding for a development person. There is a job description, and two candidates have been identified to serve in a part-time capacity. At the moment, the parish could really use administrative support. Catherine recommended we proceed with hiring for that position, and other Vestry members concurred.

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### Senior Warden's Report

Cary Buckingham

Cary thanked the staff for all of their efforts in keeping the church up and running. She also thanked the clergy for a beautiful set of Holy Week services. Father Ed's homily at the tomb was incredible, her family thought it was the best sermon that they had ever heard.

Cary thanked Smythe in particular and everyone who helped secure the SBA PPP loan. Many other small businesses were turned down because they did not act quickly enough.

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### Junior Warden's Report

Charles Fiegel

Charles echoed Cary's thanks and admiration for the staff in keeping the parish running flawlessly and keeping everyone connected.

Charles noted that as the Vestry discussed previously, the Building & Grounds Committee is not moving forward with any projects.

There is a temporary video system in place to film the service each week. This could be enhanced with a permanent audio/video solution that would endure beyond this crisis. John Ballance noted that we could live stream the service today, but it's patched together with a laptop and sound board, stationed in the center aisle of the Nave. We would have to set the system up differently when people return to the pews so it is less intrusive.

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**Rector's Report**

**Rev. Ed Kelaher**

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Father Ed ceded his report to staff in attendance.

Lois noted that this pandemic has changed the ethos of who we are as a parish. We've been discovering things about us that we didn't know. Many of those are lessons we can take forward. For example, there has been a heartfelt response from every contact the staff have made with people, or through the daily moment with God. There is a real hunger for those.

Nacole noted it's been a real pleasure to speak with parishioners who've been grateful for staff outreach. She also thanked the Vestry for making the hard decision to retain the staff during this challenging time.

Mark noted that he's been meeting every Sunday with the middle schoolers and high schoolers. Last Sunday, confirmation classes began. He is hosting a Thursday game time with middle schoolers, and launched an Instagram page 2.5 weeks ago to build more connectivity. Mark is about to send a formal announcement for a summer retreat, trying to figure out a way to do that safely.

Gary noted that family ministry is more challenging, but he and others have had some wonderful conversations. They have learned some things that they wouldn't have known normally. He is proud of the team and what they are doing to reach out to families. Gary is also in weekly conversations with Dr. Siliva in the Dominican Republic. This pandemic will likely affect them longer and harder, which plays into the decision of whether to still do the summer mission trip. The team has about another month to decide. Even if they don't make the trip, Gary would still like to find a way to support the mission.

Shireen gave a quick report on mission and outreach. Our partner in the Congo, Rev. Bisoke, is dealing not only with Covid-19 but also ebola, which is affecting the whole region. In addition, he lost a youth pastor who was killed by rebels. The fighting is about 7 km away. It is very difficult for them to get supplies. Food prices have risen significantly. Rev. Bisoke is requesting aid quite frequently. Father Ed's cousin gave a grant that enables us to send \$500/month to the Congo, which has been augmented by several parishioner gifts. He's been caring for ~100 families, most of whom are refugees. Shireen asked that we keep them in prayer. The blessing bag ministry is also continuing, and Shireen is looking to potentially grow the ministry by making contact with local delis or grocery stores to see if they will donate or sell boxed lunches so we can offer something more substantial. The long-term goal is to still start hosting community meals.

Lisa gave a quick update on All Saints Preschool. The staff are offering daily virtual music lessons with cellists, pianists, clarinet players, and other talented students. The sessions are fun and interactive. Teaching staff are sending daily virtual lessons so children have activities to do at home with their families. They are incorporating 1-2 Zoom meetings per week so students can see their peers and be directed by their teachers. ASP is now taking up donations of cards for health care workers and patients. ASP is mandated by the Maryland governor and Superintendent of Schools to delay re-opening until mid-May, and Lisa suspects it may be longer. Already, DC and Virginia have decided to close schools for the remainder of the year.

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**Reports from Clergy in Attendance**

**All**

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Father Matthew noted he successfully defended his thesis yesterday. He said it's been an honor to work with everyone during this time.

Mother Brit echoed Matthew's gratitude for the efforts of All Saints clergy and staff. She prays every day for the team, by name. Serious discussions are happening around live streaming. Brit is sad that some plans for the Spring couldn't be fulfilled, but she trusts in the Lord. Holy Week was lovely, a real gift to be able to connect with people over Zoom. The parish will also try hosting a virtual coffee hour this Sunday.

## DRAFT VESTRY MINUTES APRIL 21, 2020

Father BJ expressed his gratitude for everyone pulling together. God is blessing many ministries. BJ works closely with Elizabeth Stuckle, who has called every parishioner in a high-risk category. The ministry has made 206 calls to various households and logged everything to catalog parishioner needs. Parishioners are incredibly generous and motivated by the spirit of God. We've increased the number of volunteers and donors, such that the number of people willing to help exceeds the number of people who need help. Elizabeth hand-wrote 60-65 Easter cards. Unfortunately there have been a few deaths within the parish, and the visitation team has sent flowers and cards. The parish is also building deeper relationships with people coming by for blessing bags. The prayer team has done a lot. Kathleen Dillon led a 2-week intensive prayer series during the last two weeks of Lent. Dilly and Phoebe organized a day of prayer on Good Friday. They are getting 40 people to join daily prayer gatherings. Attendance at Bible studies has gone up! Will be hosting a 24-hour prayer vigil for someone with severe mental illness. Her family needs wisdom.

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### Old Business/New Business

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All

No old/new business.

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### Adjournment and Prayer

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Rev. Matthew Kozkowski

There being no further business to discuss, Father Matthew lead the Vestry in a closing prayer. The meeting adjourned at approximately 8:40 PM.

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### Action Items

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All

Following is the current list of action items.

No.	Action Item	Lead	Date assigned	Target Date
	<b>Carry-over items</b>			
1	Develop plan for a 'Volunteer Day' in the Spring	R. Wilson, J. Dever	12/17/19	TBD (pending Covid-19)
2	Report on plan to pay off the line of credit	S. Awad	7/16/2019	As soon as practicable
3	Communicate to the Parish the status of the Organ Project	C. Wade C. Fiegl S. Awad	6/18/2019	Annual Meeting
4	Search for candidates to serve as Chancellor	T. Espy	5/21/2019	As soon as practicable
5	Review implications of indemnification provisions under ASP and Parish bylaws	R. Wilson	3/19/2019	As soon as practicable
6	Provide bids to refurbish organ for consideration and approval by Vestry	C. Fiegl	2/19/2019	April Vestry meeting
7	Document B&G information from Bill Garner	E. Kelaher	1/15/2019	As soon as practicable